



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
NORTHEAST REGION
5 NORTH GATE ROAD
FORT MONROE, VA 23651-1048**

IMNE-MWD

25 April 2006

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Update to Installation MWR Fund Administration Appointment

1. Effective immediately, you, as the Director, Morale, Welfare, and Recreation (MWR) Activities are appointed as the Installation MWR Fund Administrator of the Northeast Region Single Fund for activities at your installation, until officially relieved.
2. The purpose of this appointment is to assist the Northeast Region Single Fund Administrator with administrative and management control of your installation's nonappropriated funds chartered with accountability for nonappropriated fund resources thereof.
3. Authority.
 - a. AR 215-1, paragraph 5-7.
 - b. Memorandum, SFIM-NE, 7 October 2002, subject: Installation MWR Fund Administration Appointment.
4. The Northeast Region MWR Single Fund Charter and designated Executive Committee (EXCOM) provides corporate oversight.
5. Special Instructions. As the Fund Administrator, you are:
 - a. Delegated as your installation's MWR approving official for budgeted nonappropriated fund operations expenses.
 - b. Delegated fund approval of Capital Purchases and Minor Construction (CPMC) projects within installation CPMC approved budget.
 - c. Responsible for petty cash/change funds IAW AR 215-1, Appendix G, paragraph G4, to include appointment of individuals to act as petty cash/change fund agents.
 - d. Responsible for nonappropriated fund property management IAW AR 215-1, Chapter 12.

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e. Delegation of authority is authorized as necessary and will be accomplished via formal memorandum issued to the individual with appropriate limits and responsibilities described within. Request a copy of any delegation of authority forwarded to the Northeast Region Office Single Fund Administrator and NAF Financial Services.



LEE A. DEXTER
Northeast Region Single
Fund Administrator

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CF: (CONTINUED)

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